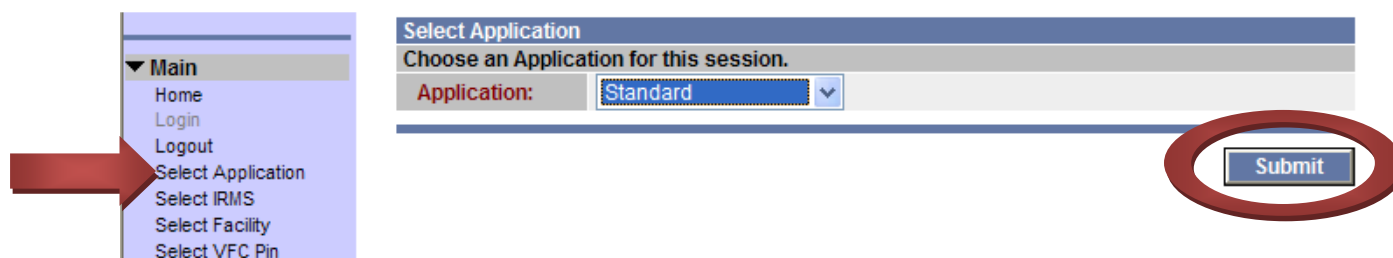


## Creating a Lot Number Summary Report in VacTrAK

The **Lot Number Summary** report is the best way to check the H1N1 vaccine inventory available at your facility according to the data you have reported to VacTrAK.

1. Once logged into VacTrAK, please select the standard application. To select the application, under the left-hand menu, click on the **Select Application** prompt. Select **Standard** from the drop-down menu, and then click **Submit**.

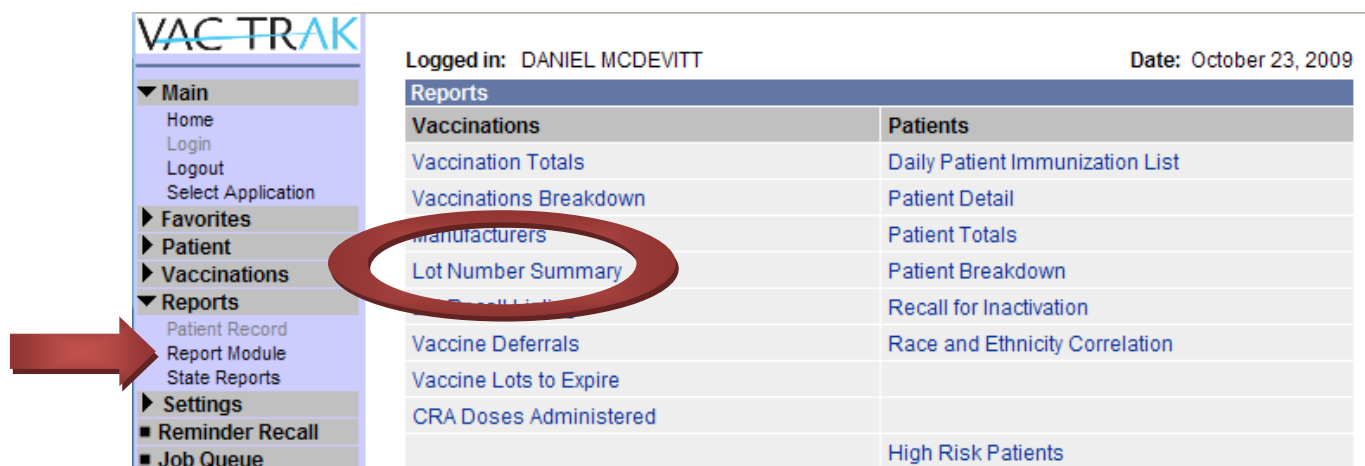


**Select Application**  
Choose an Application for this session.

Application: Standard

**Submit**

2. Click on the **Reports** menu heading, and select the **Reports Module**. Select the **Lot Number Summary** report.



**VAC TRAK**

Logged in: DANIEL MCDEVITT Date: October 23, 2009

| Reports                   |                                 |
|---------------------------|---------------------------------|
| Vaccinations              | Patients                        |
| Vaccination Totals        | Daily Patient Immunization List |
| Vaccinations Breakdown    | Patient Detail                  |
| Manufacturers             | Patient Totals                  |
| <b>Lot Number Summary</b> | Patient Breakdown               |
|                           | Recall for Inactivation         |
| Vaccine Deferrals         | Race and Ethnicity Correlation  |
| Vaccine Lots to Expire    |                                 |
| CRA Doses Administered    |                                 |
|                           | High Risk Patients              |

3. This report may be limited by several variables including date range, vaccine type and manufacturer. Click the **Create Report** button once you have selected your parameters.

**VAC TRAK**

Logged in: TEST USER Date: October 26, 2009

**Lot Number Summary**

☐ Include Inactive Lot Numbers ☐ Include Expired Lots

**Limit Report By**

☐ Report Date From: [ ] To: [ ]

☐ Expiration Date From: [ ] To: [ ]

☒ Facility PEDS 16

☐ Manufacturer --select--

☐ Vaccine Name --select--

☐ Publicly Supplied Only

**Display By**

☒ Subtotal by Vaccine

☐ Aggregate by IRMS/Facility

**Order By**

☐ Manufacturer

☐ Expiration Date

☐ Lot Number

Back Res **Create Report**

4. This report will open in a new window as shown below.

| Lot Number Summary                              |                                |                      |            |                   |                 |                               |                       |                       |                  |             |          |
|---|--------------------------------|----------------------|------------|-------------------|-----------------|-------------------------------|-----------------------|-----------------------|------------------|-------------|----------|
| Report Criteria:                                |                                |                      |            |                   |                 | Report Date: October 26, 2009 |                       |                       |                  |             |          |
| IRMS:   |                                | 1026 - TEST PROVIDER |            |                   |                 |                               |                       |                       |                  |             |          |
| Facility:                                       |                                | PEDS 16              |            |                   |                 |                               |                       |                       |                  |             |          |
| VFC PIN:  |                                |                      |            |                   |                 |                               |                       |                       |                  |             |          |
| Vaccine Name:                                   |                                | All                  |            |                   |                 | Include Inactive Lots:        |                       | No                    |                  |             |          |
| Manufacturer:                                   |                                | All                  |            |                   |                 | Include Expired Lots:         |                       | No                    |                  |             |          |
| Expiration Date Range:                          |                                | All                  |            |                   |                 | Publicly Supplied Only:       |                       | No                    |                  |             |          |
| Report Date Range:                              |                                | All                  |            |                   |                 | Sort Order:                   |                       |                       |                  |             |          |
| Lot Number                                      | Vaccine Name                   | Manufacturer         | Expires    | Publicly Supplied | Doses Available | Doses Used                    | Doses Wasted Returned | Doses Wasted Disposed | Doses In Transit | Doses Total | Inactive |
| UP011AA   | Novel H1N1,Injectable, 36+ Mos | SANOPI PASTEUR       | 01/10/2010 | Y                 | 17              | 3                             | 0                     | 0                     | 0                | 20          |          |
| <b>Total for Novel H1N1,Injectable, 36+ Mos</b> |                                |                      |            |                   | <b>17</b>       | <b>3</b>                      | <b>0</b>              | <b>0</b>              | <b>0</b>         | <b>20</b>   |          |
| 500795P   | Novel H1N1,Nasal               | MEDIMMUNE, INC.      | 03/15/2010 | Y                 | 44              | 6                             | 0                     | 0                     | 0                | 50          |          |
| <b>Total for Novel H1N1,Nasal</b>               |                                |                      |            |                   | <b>44</b>       | <b>6</b>                      | <b>0</b>              | <b>0</b>              | <b>0</b>         | <b>50</b>   |          |